

**DEPARTMENT OF MEDICAL ASSISTANCE SERVICES
EMPLOYMENT OPPORTUNITY**

This Agency is charged with ensuring proper MEDICAID services to qualified recipients. Please visit our website and the Commonwealth of Virginia's website referenced below for additional information and qualifications.

THIS POSITION IS OPEN TO CURRENT STATE EMPLOYEES ONLY

LONG-TERM CARE SENIOR POLICY ANALYST

Role Title: Policy and Planning Specialist II

Position #: 00821

Pay Band 5, Level III - Hiring Range: \$41,778 - \$75,484

Closing Date: August 12, 2013

Exciting opportunity to join a fast paced team responsible for developing, administering, and managing innovative long-term care services and programs within the Division of Long-Term Care. The Policy Analyst serves as an expert in long-term care and represents the Agency on inter-agency committees and workgroups. Incumbent supports the division in research, policy analysis, program development, program evaluation and special projects, and analyzes system data using software programs. Focus of the position is on disability services and supports and assists in the development and revision of regulations, policies, procedures, and reporting for state and federal authorities. Successful candidate must have demonstrated ability to: work independently; work on multiple complex projects simultaneously and, communicate effectively both orally and in writing. Requires considerable knowledge and experience in policy analysis, and research methodologies. Proficiency using personal computers including spreadsheet, project management, and presentation software applications is required. Must have demonstrated ability to interact effectively in a team environment both within and outside the Agency. Requires significant professional level experience in long-term care systems, health care consulting, health plan operations or statistical analysis. Prefer Master's degree or higher in gerontology, business, health or public administration.

ONLINE STATE APPLICATION REQUIRED

Resumes will not substitute for state applications. DMAS will only accept online applications submitted through the Recruitment Management System (RMS) by 5:00 p.m. on the closing dates referenced above.

FAXED, E-MAILED, OR PAPER APPLICATIONS WILL NOT BE ACCEPTED

Receptionist: 804-786-5408, TDD 800-343-0634

Web Sites for Vacancy Listings

RMS: <http://jobs.agencies.virginia.gov/applicants/Central?search=602>

DMAS: http://www.dmas.virginia.gov/ab-position_vacancies.htm

Applicants needing accommodation to apply for openings should contact the DMAS receptionist for additional information.

EEO/AA/ADA